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18 Nov 58

DRAFT

*Approved by Dr E
18 Nov 58*

ERA Procedure No. 3

DOCUMENTATION OF REPORTS IN THE ECONOMIC RESEARCH AREA (ERA)

Introduction: This procedure is intended to contribute to the maintenance of a high level of excellence in the production of research reports and to facilitate the use of these reports by the intelligence community.

1. It will be standard practice to document all ERA research reports, except as otherwise provided in this procedure. Documentation will be included in published versions of RR, RA, IM, and CSM reports, regardless of classification. IP, MP, and other reports will be documented when appropriate. Draft contributions to NIS reports will be documented in the same manner as RR reports, except that the documentation for NIS reports, instead of being forwarded to OBI with the contributions, will be retained by the NIS sector coordinators and the over-all ERA coordinator for the NIS program.

2. To facilitate the use of research reports, documentation should be functional rather than ornamental. Functional documentation helps the user of a report to confirm its authenticity; to exploit the report and its sources; to investigate related subjects; and, when desired, to bring the report up-to-date.

3. Consistent with the effort to achieve high levels of accuracy it is generally preferable to document by reference to primary rather than to secondary sources. Documentation by reference to another

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published ERA report is permissible when such documentation will save an appreciable amount of time and space, provided that the cited report is documented adequately.

4. Excessive documentation interferes with the efficient use of reports and should be avoided. Examples of excessive documentation include the documentation of information that is common knowledge, the citation of many sources to support minor facts, and the citation of sources that support the text very indirectly. *Even though a great number of sources may have been consulted, only those cited all the sources that have been consulted, without regard to whether they support directly or not, or not they support the text. An attempt to cite all the sources needed to support the text.*
5. The form used in the documentation of ERA reports will be in accordance with procedures established in RA-8, The Writing of Reports, 31 August 1956, 3, pp. 33-35 and Appendix C, subject to such changes as may be approved from time to time.*

* These procedures are being supplemented further by the issuance of Publication Instruction No. to expedite the processing of documentation through the drafting, review, and editorial stages of report production and publication.